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House of Representatives

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RESUMPTION OF SPECIAL TOUR SERVICES

Dear Colleague:

We are pleased to announce that beginning **Wednesday, July 14, 2004**, the Capitol Guide Service will resume a special "Congressional Tour" service that has been suspended since September 2001. Congressional Tours are special tours conducted by the Capitol Guide Service before the Capitol opens to the public. These tours are tailored for families and/or individuals, and may only be scheduled through the office of a Member of Congress. The program will be offered on a trial basis through **Friday, September 3, 2004**. Should it prove popular, the Guide Service will offer Congressional Tours on a permanent basis.

We encourage you to take advantage of the Congressional Tours, and believe that this service will help your office to accommodate constituents and offer a viable alternative to staff-led tours. You may begin scheduling Congressional Tours immediately by calling the reservation line at 224-8406. Attached you will find detailed information on Congressional Tours. Should you have any questions on the details or procedures relating to Congressional Tours, please call Tom Stevens, Director of Visitor Services at 224-3235.

Sincerely,



Bob Ney
Chairman



John B. Larson
Ranking Member

MORE INFORMATION ON CONGRESSIONAL TOURS

- Congressional Tours may only be scheduled through the office of a Member of Congress. The Guide Service reservation line is 224-8406. All reservations will be scheduled, per availability, on a first-come, first-serve basis, and one reservation will be allowed per telephone call.
- To allow as many offices as possible to participate in the program, a maximum of one reservation a day will be available per office, on a first-come, first-serve basis.
- Offices may not schedule more than fifteen people on a single tour. Larger groups will continue to be accommodated, per availability, on Member's Group Reserved Tours conducted by the Guide Service during normal business hours. Additionally, Public Tour tickets are distributed Monday thru Saturday, beginning at 9:00 AM. Public Tour tickets are distributed from the Guide Service kiosk located at the Southwest corner of the Capitol grounds, adjacent to the Botanic Gardens.
- Congressional Tours will be conducted Monday through Friday (except Holidays), between 8:00 AM and 9:00 AM.
- Following a reservation, a letter of confirmation containing all pertinent tour information will be sent to your office via Congressional Page. This confirmation letter will include a confirmation number. The letter and/or the confirmation number must be forwarded by your office to the tour participants.
- The reporting area for Congressional Tours is the South Visitor Facility, the small building located adjacent to the South Door of the Capitol. Guide Service personnel will be on hand to greet all visitors when they arrive. Visitors must present valid identification and a valid tour confirmation number to be admitted. Visitors will be required to pass through Capitol Police security screening prior to building entry.
- Please remind visitors of items that are prohibited inside the Capitol (mace and pepper spray, aerosol containers and non-aerosol spray, oversized duffle bags, backpacks, suitcases, cans and bottles, knives of any size, razors and box cutters).